



ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of County Transportation

1409 Coliseum Blvd., Montgomery, Alabama 36110-2060

Phone: (334) 242-6206 FAX: (334) 353-6530

Internet: <http://www.dot.state.al.us>



Bob Riley
Governor

Joe McInnes
Transportation Director

January 22, 2007

MEMORANDUM 2007 - 02

TO: All County Engineers and
Division County Transportation Engineers

FROM: Mr. Ed Austin, P.E.
Acting County Transportation Engineer

By: Thomas B. Moore Jr.
Thomas B. Moore Jr.
County Transportation Design Manager

RE: **Procedural Guidelines for County Projects /
County Road Design Policy**

The 2007 edition of the **Procedural Guidelines for County Projects** has been officially approved and will replace the 1997 Procedural Guidelines that we are currently operating under. The new procedures will apply to all county projects processed by the Bureau of County Transportation. Changes and revisions in the new procedures were discussed at the 2006 Fall County Engineer's meeting. The format for the 2007 edition is the same as our current procedures with the same 12 chapters and headings. Many of the changes are simply incorporating a lot of the procedural changes that have been implemented over the years by way of memorandums. We are currently in the process of updating our web site and posting the official procedures on-line. The web posting are in Adobe Acrobat format and you may experience some printing errors with some of the diagrams and figures. We are also having copies of the new manual printed for distribution. Each County and each Division will be furnished with two copies. **No new binders will be furnished.** The counties and divisions will be responsible for making any additional copies they need for their personnel. It will probably be at least two weeks before our web page is updated. We do not have a date for how long it will take to complete the printing. We will keep you updated by e-mail on the status of both the web posting and printing progress. The following forms will also be available on-line for your use:

Project Review Consultation
Request for Bridge Hydraulic Design
Design Risk Assessment
Utility Agreement Forms (4 Forms)

MEMO 2007-02
New Procedural Guidelines

January 22, 2007

Page Two

Blank copies of these forms can be printed if the counties want to manually enter in the required information. These forms are interactive, so that information can be entered on-line in the appropriate data fields and then printed, **but the data cannot be saved**. We will also inform you when these forms are available and where they may be accessed.

The major changes are in the "Design Policies" section of the procedures (Section 9). This section contains changes in the "County Road Design Policy" and supersedes the current design policies that were adopted in September, 2002. The design policies in the new guidelines were adopted by both the Alabama County Engineer's Association and the Alabama County Commission Association and approved by Mr. D. W. Vaughn, Chief Engineer of the Alabama Department of Transportation on December 26, 2006.

One of the major changes in this section is in the method of determining the design criteria for Resurfacing, Restoration, and Rehabilitation (RRR) projects as outlined in "Chapter 2". Under the 2002 policies, the design criteria are based on average speed. Under the 2006 design policies, the design criteria shall be based on the design speed. Design speed is defined as "the selected speed for the roadway determined by analyzing factors such as average speed, posted speed, or roadway geometric features along with a review of accident data". **The new design policy is effective immediately for any federal aid county projects that have not been initiated.** Any projects that have already been initiated may be processed under the provisions of the 2002 design policies.

Page 9.11 of this section now includes a "Superelevation Chart for 2-Lane Highways". This chart includes the superelevation transition lengths (STL) for the 5 mph design speed increments that are not shown in the standard drawings.

I would like to reiterate three topics pertaining to our new procedures that were discussed at the fall meeting.

- ❖ PS&E notification: Mr. Brad Lindsey has been named as PS&E Engineer for our Bureau. It is our desire to get our office more involved at this stage of the plan development, so we are requiring that you notify this office **in writing** of the time, date, and location for all PS&E reviews if the plans are being processed through this office for letting. Schedules for PS&E reviews should continue to be coordinated through the Division. It will not be necessary to contact this office prior to scheduling a date, but we would like to have at least two weeks notification. Brad will be attending PS&E reviews as his schedule will allow. Please furnish this office with one full size copy of the plans for all PS&E reviews.
- ❖ Plan submittal: (This is not addressed specifically in the new procedures.) We realize that Mylars are costly. If you have a large project and would like for us to do a preliminary review, **we will accept paper prints** for a set of plans. Prints should be submitted after the PS&E review and after the Division review. All comments as a result of these two reviews should be addressed prior to furnishing prints to this office. This

MEMO 2007-02
New Procedural Guidelines
January 22, 2007

Page Three

submittal will not be logged in as a final plan submittal unless you receive prior approval from this office. As a minimum, the materials report should be included with the submittal.

- ❖ Plan Check List: Please take time to make sure that all items on the "Plan Check List" (Pages 12.41 to 12.49) are reviewed and initialed. This is a good overall quality control check and should virtually eliminate most careless plan errors.

Updates to the procedures will be distributed as they are implemented. Please make every effort to keep your manual current. You may contact any of our office staff if you have any questions.

ENA:TBM:wnk
Pc: File